



OCTOBER TRAINING OPPORTUNITIES

To register for trainings, call HR at 594-7145 or email hr@cnu.edu.

Tuesday, Oct. 23: **To Your Credit** 12:00pm-1:00pm ~ Presented by: SunTrust Bank



Location: David Student Union - Harrison Room (2nd floor)

This training will explain the importance of maintaining a good credit score and how it affects your purchasing power. Also, find out what your credit score means to you.

Tuesday, Oct. 30: **Diversity & Inclusion** 12:00pm-1:00pm ~ Presented by: Optima EAP



Location: David Student Union - Jefferson Room (2nd floor)

This training addresses both the personal and professional benefits of supporting inclusive work environments. Discussion acknowledges the impact of diversity on the workplace, examines the difference between diversity and inclusion, and explores the manifestation and impact of stereotypes, prejudices and discrimination. Participants will learn specific steps to chart a personal diversity journey and build respectful relationships with others.

Wednesday, Oct. 31: **Performance Management/Evaluating Classified Employees** 1:30pm-2:30pm

Presented by: Sharon Lue ~ Location: Human Resources

This training is open to supervisors, managers and employees. Supervisors and managers will receive an overview on how to complete the evaluation process on their employees. Employees receive information on the evaluation process, when it takes place and what they can expect in a performance management discussion.

**Evals Due to
HR by Nov 2!**

Confidentiality Forms

All directors and managers are encouraged to examine the need in their department to keep vital information confidential. In areas where there is personal, sensitive or private information kept, employees should be required to sign an Employee Confidentiality and Non-Disclosure Agreement. The purpose of this agreement is for employees to understand their responsibilities to protect and safeguard the confidential information to which they have access during their employment. A copy of this form can be found on our Human Resources web page and used as needed. Employees should be required to sign a new form each July 1.

COMPENSATION STUDY UPDATE

We know how important this study is to you and wanted you to know that the compensation study is in the review stage. We will keep you updated as soon as we have additional information to share.



**Don't forget to bring in
your canned food goods!**

MetLife®



MetLife Campus Visit

MetLife financial representative, Brooke Larsen, will be on campus Tuesday, October 30th in the Office of Human Resources. Anyone wishing to set up an appointment with Brooke should call (757) 312-0620 or email blarsen@metlife.com.



FREE FLU AND Tdap VACCINE CLINIC UPDATE

As most of you know, CNU hosted a Free Flu and Tdap Vaccine Clinic in the DSU this past Wednesday, October 17th. We would like to thank the Virginia Department of Health Peninsula Health District for providing and administering these important vaccines at no charge to our CNU Community.

We are pleased to report that a **total of 635 flu vaccines** were administered; 399 to students and 236 to staff and faculty. A **total of 160 Tdap vaccines** were also administered; 54 to students and 106 to staff and faculty. This is a great start to a healthy fall and winter! But we can do better! If you did not have an opportunity to get your flu shot this week and would like to, the following opportunities will also be available on campus:

Benefits Fair - Wednesday, October 24th, 10:00am - 1:00pm

Flu vaccines administered by Farm Fresh Pharmacy

There is no cost if state health insurance card is presented. For all others, the cost will be \$15 and paid by cash at the time of service.

University Health and Wellness Services' Annual Flu Shot Clinics

Wednesday, October 24th, 10:00am - 1:00pm

Thursday, October 1st, 10:00am - 1:00pm

Both clinics will be in the DSU Jefferson Room

Cost is \$20 - Cash, check or charge



We have posted a very informative PowerPoint presentation on our Human Resources web site that explains the importance of getting vaccinated against influenza and other diseases and illnesses. This PowerPoint also provides valuable information about the symptoms associated with these illnesses. To view the presentation, please visit our [HR web site](#).

For more information on the Benefits Fair, please call Human Resources at 594-7145. For information on the University Health and Wellness Annual Flu Shot Clinics, call 594-7661. For information on Virginia Adult Immunizations, please visit <http://www.immunizeva.org/immunizations/adults>.

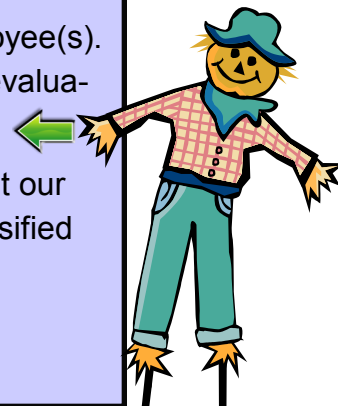
Here's to a Healthy and Happy CNU Community!

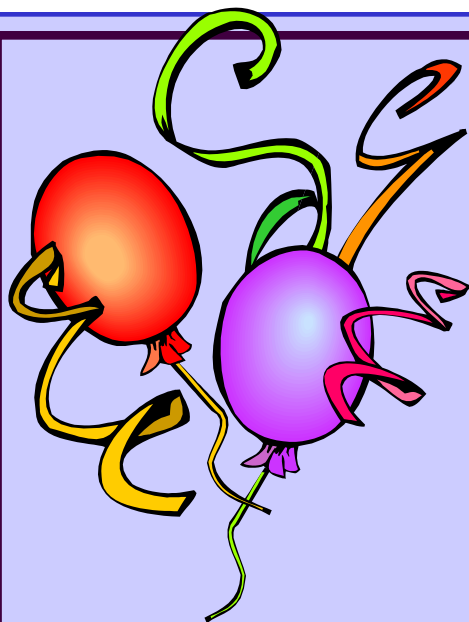
REMINDER FOR SUPERVISORS!

Time is running out to complete performance evaluations for your classified employee(s). The performance evaluation period is October 25, 2011 to October 24, 2012. All evaluations are due in Human Resources by 5:00pm, **Friday, November 2, 2012**.

For more detailed instructions on completing performance evaluations, please visit our [web page](#) or sign up to attend the last Performance Management/Evaluating Classified Employees training (see page 1).

If you have questions, please call HR at 594-7145 or email hr@cnu.edu.





**Christopher Newport University's
Office of Human Resources
cordially invites you to the
14th Annual Benefits Fair!
Wednesday, October 24, 2012
10:00a.m. - 1:00p.m.
David Student Union Ballroom**

Come and explore a wide array of CNU and State employee benefits options!

Register to win fabulous door prizes such as...

Gift Cards and Gift Certificates to local restaurants, malls and businesses!

Overnight stays at Great Wolf Lodge and The Marriott!

Movie passes! Virginia Living Museum tickets!

Spirit of Norfolk lunch cruise for 2!

and many more exciting prizes!!

**DOOR
PRIZES!**

**FREE
REFRESHMENTS!**

BENEFITS FAIR VENDORS

Aflac * Anthem Blue Cross Blue Shield * BB&T * Beyond Boobs! * BJ's Wholesale Club
Captain's Locker * CNU Captains Card * CNU Freeman Center * CNU Police * Colonial Life
CommonHealth * CommonHealth Screening * Costco * Delta Dental * Farm Fresh * Ferguson Center for Arts
Fidelity * Great Wolf Lodge * ING Deferred Compensation Plan * Legal Resources * Lincoln Financial Advisors
MetLife * Minnesota Life * Optima Health * Sam's Club * SunTrust * SunTrust Mortgage * TIAA-CREF
Travel Counsellor's, Inc. * UNUM, LTD * VALIC * Value Options * VEGA * Virginia Credit Union
Virginia Educators Credit Union * Virginia Retirement System * Wells Fargo * YMCA

CommonHealth will provide Health Checks to all eligible employees. The Health Check includes Blood Pressure, Cholesterol-Total and HDL, Diabetes Risk Assessment and blood glucose, and Body Mass Index (BMI). Your results are protected health information and confidential. Results will not be shared with your employer, Anthem (Optima) or anyone else - this is the law (HIPAA). To register online for your Health Check, visit <http://www.maximhealthsystems.com/pickatime/?id=976>

Farm Fresh Pharmacy will also provide a Walk-In Clinic for flu shots. There is no cost to employees who present their state health insurance card. For all others, the cost will be \$15 and paid by cash at the time of service.

NEWS FROM THE DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

Diabetes Management Program Update:

The new COVA Care and COVA Connect diabetes management programs began on July 1, 2012. Members who met the criteria for receiving certain diabetes drugs and supplies at no cost on October 1 received the attached letter of congratulations at their home addresses confirming participation in the program. This is an ongoing process and letters will be sent to newly eligible participants monthly. Anyone who has questions should contact Anthem or Optima Health. For more information visit <http://www.dhrm.virginia.gov/hbenefits/openenroll2012/DiabetesManagementProgram.pdf>.

2012 About Your Benefits is Online!

Many of you have asked when the updated *About Your Benefits* booklet would be available on the DHRM website. You may find it now at www.dhrm.virginia.gov/hbenefits/openenroll2012/AboutYourBenefits.pdf on the Employee Benefits, Health Benefits, For Employees web page or in the Resource Center at HR Community, Benefits Administration, Resources.

W2 Value of Healthcare File:

Beginning with the 2012 tax year, the cost of health care benefits or “value of healthcare” is required by the Affordable Care Act to be included on W-2 Forms. To facilitate this, DHRM will produce a file to provide the required value for each employee who was employed during the 2012 tax year. OHB will provide the file format information to the non-CIPPS agencies in a separate communication. CIPPS agencies will receive information from the Department of Accounts regarding the W2 process.

Substantiation of WageWorks Health Care Card Purchases:

WageWorks Health Care Cards are being deactivated for employees who had July transactions and have not verified their purchases. Please remember that it is important to verify card transactions when notified by Wage/Works. For more details on Card Use Verification, visit www.wageworks.com.

Time Frames for Submitting Enrollment Actions for Health Care or the Flexible Benefit Accounts:

There have been questions about when to begin the countdown for the 30-day time frame for employees newly eligible for coverage and the 60-day time frame for employees who experience a qualifying mid-year event outside of annual Open Enrollment. Here is a refresher:

Newly Eligible Employees:

When employees become eligible for health coverage and flexible reimbursement accounts, they have up to 30 calendar days to enroll from their date of hire or becoming eligible. The 30-day **countdown period begins on the first day of employment** and ends 30 days later. If the enrollment action is received within the 30 calendar day time frame, coverage will be effective the first of the month coinciding with or following the date of employment. In no case will coverage begin before the first day of employment.

Qualifying Mid-Year Events:

During the plan year, employees may make membership and plan changes that are based on consistent qualifying mid-year events. Changes must be submitted within 60 calendar days of the event. The **countdown begins on the day of the event**. Normally the change will be effective the first of the month after the date the submission of an election change is received.

Important Note on Elections and the Effective Date for Changes:

Elections submitted within 30 days of becoming eligible or within 60 days of a qualifying mid-year event are binding and may not be changed after taking effect. Elections are binding until a subsequent qualifying mid-year event or the next annual Open Enrollment. Remember that while the employee may submit multiple election changes, once the election is effective no further change can be made. Here is an example:

While a new employee may have until November 2 to enroll in health care or a flexible reimbursement account, any election made on or before November 1 will be effective on November 1. If the employee wants to change an election on November 2 the previous election is already in effect and binding and cannot be changed until an additional qualifying mid-year event or the next annual Open Enrollment.

For more information, visit DHRM's web site at <http://www.dhrm.state.va.us/>